

ASSISTANT AUDITOR-CONTROLLER (UC)

COMPENSATION & BENEFITS

Annual Salary: \$141,052 - \$213,493

The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

The package includes:

- Retirement plan — a contributory defined benefit plan
- Cafeteria Benefit Plan
- Flexible Spending Accounts
- Savings Plan (401K)
- Deferred Compensation Plan (457)
- Holidays — 11 paid days per year

HOW TO APPLY

This position will be open from June 08, 2016 until filled. Qualified candidates are encouraged to apply early for optimal consideration.

Please go to: <http://bit.ly/1UpHo5G> in order to create a profile online and submit the following:

- Application
- Cover letter
- Resume
- Current salary

For confidential inquiries, please contact:

LaTanya L. Hill
Department of Human Resources
Talent Solutions Division
(213) 974-2461
lhill@hr.lacounty.gov

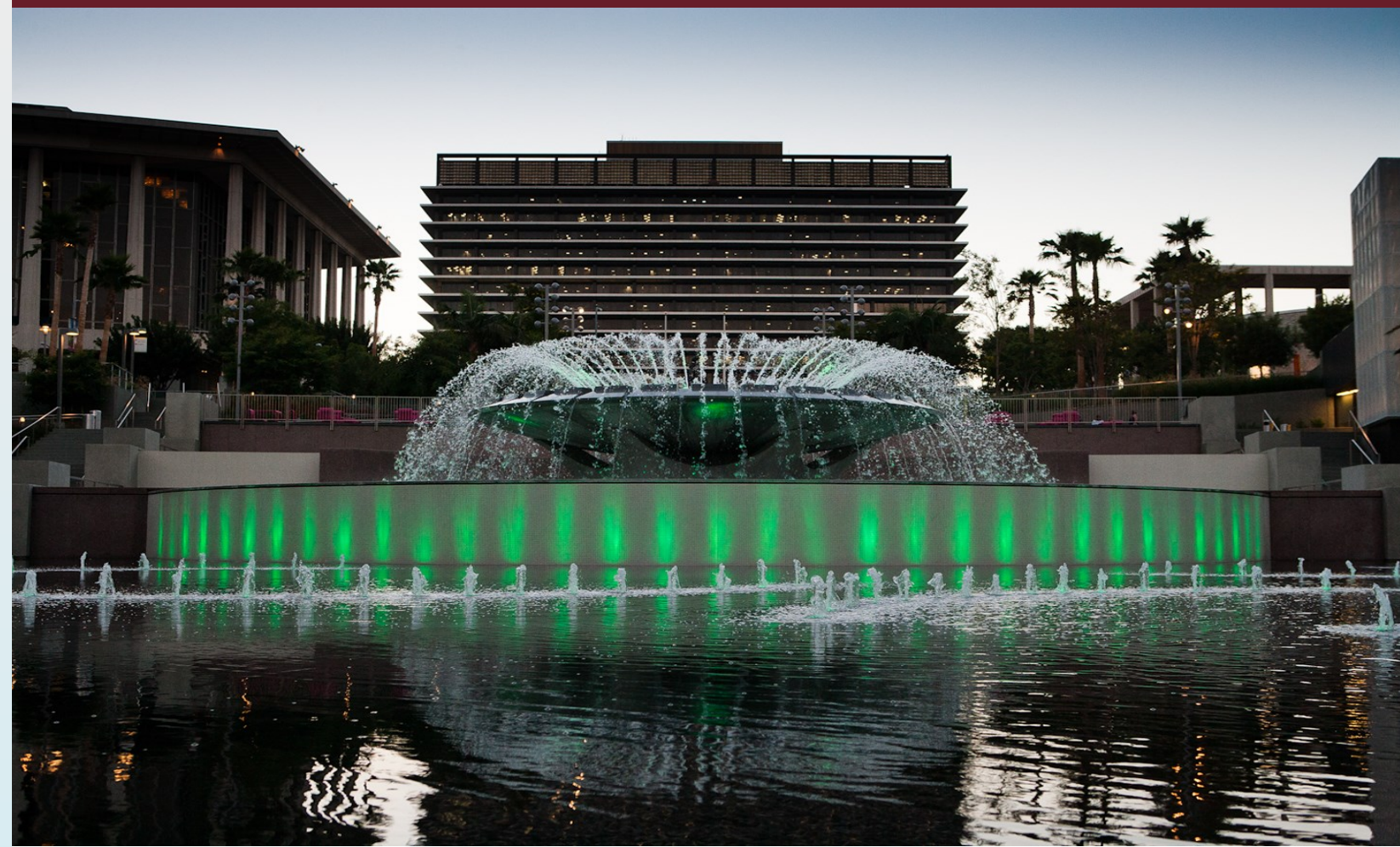
Recruitment Services
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**THE COUNTY OF LOS ANGELES IS AN ACTIVE
EQUAL OPPORTUNITY EMPLOYER**



ASSISTANT AUDITOR-CONTROLLER County Of Los Angeles



ASSISTANT AUDITOR-CONTROLLER (UC)

THE COUNTY

The County of Los Angeles, listed as one of America’s Best Employers 2016 by Forbes, has a demographically and geographically diverse population of more than 10 million residents. As the largest employer in Southern California, the County’s 100,000 employees working in 35 Departments provide vital and wide-ranging public services.

THE DEPARTMENT

The Auditor-Controller for the Los Angeles County is responsible for overseeing a department with 617 budgeted positions, an annual operating budget of \$95.4 million, and an additional Integrated Applications budget (eCAPS/eHR) of \$63.4 million. The Department of Auditor-Controller is responsible for establishing County fiscal and internal control policies and procedures; administering the County payroll; conducting audits and fraud investigations; monitoring social services contracts; performing mandated property tax functions; disbursing warrants to vendors, child support recipients, judgment and damages to claimants; and managing the County’s enterprise financial and payroll systems, eCAPS and eHR.



THE IDEAL CANDIDATE

The ideal candidate will be a proven leader with experience working in a complex and dynamic environment. This individual must demonstrate integrity and accountability with sound and ethical management and decision-making skills. He or she must have the ability to influence, motivate and challenge people to implement strategies, achieve objectives and demonstrate core values. The individual selected will be politically astute, with excellent interpersonal and communication skills, both oral and written.

THE POSITION

The Assistant Auditor-Controller reports to the Chief Deputy and assists in the administration of the Department of Auditor-Controller in accounting for controlling the receipts, disbursements, funds and financial transactions of all departments and other agencies under the jurisdiction of the Board of Supervisors. This position is responsible for directing the work of the following divisions: Accounting, Disbursements, Property Tax and Shared Services.

DUTIES

- Assists the Chief Deputy and the Auditor-Controller in the administration of the Department.
- Plans, organizes, directs, monitors, and evaluates the work of multiple divisions of the Department.
- Interacts with, and provides assistance to, Board Offices, including Board members, Deputies, and their support staff on inquiries and special Board requests.
- Represents the Auditor-Controller in assuming leadership roles, such as serving as chair, or as a member of, various committees, task forces and advisory boards.
- Monitors, interprets, and directs the implementation of new legislation which impacts Departmental policies, procedures, and staff resources.
- Maintains awareness of regulatory reporting requirements and provides oversight for the adequacy of staff resources, work plans and information technology to ensure compliance.
- Maintains awareness of best practices, and significant developments, in accounting, financial reporting, and internal controls and updates County policies and procedures accordingly.
- Manages the development and execution of strategic, business, and operational plans for the Department by establishing relevant priorities and key responsibilities.
- Directs the development in organization, program design and implementation, staffing, work processing, and information systems to increase effectiveness and efficiency of the Departmental operations.

QUALIFICATIONS

A Bachelor’s degree or higher from an accredited college or university in accounting, business administration, information systems, management, public administration or a related field and one year of experience managing the operations of a major division of a complex business or experience as a senior manager or partner of a public accounting firm.

DESIRABLE QUALIFICATIONS

Possession of a valid Certified Public Accountant license issued by the State of California, a valid Certified Internal Auditor certificate issued by the Institute of Internal Auditors, or a valid Certified Information Systems Auditor certificate issued by the Information Systems and Audit and Control Association.

- Three years of experience directing, leading or auditing the fiscal operations (accounting) for a government jurisdiction with a minimum budget of \$100 million.
- Demonstrated leadership experience increasing the effectiveness and efficiency of fiscal or internal audit operations.
- Experience in preparing, analyzing and monitoring comprehensive annual financial reports.
- Advanced knowledge of Governmental Accounting Standards Board Pronouncements (GASB) and Generally Accepted Accounting Principles (GAAP) relative to the functions, duties and responsibilities of the County Auditor and ex-officio County Controller.
- Demonstrated experience working effectively with public officials, government agencies, outside agencies, and the public.

LICENSE: A valid California Class “C” driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.



VISION STATEMENT

Inspire and elevate public trust in County government by safeguarding the County’s financial integrity, advocating and implementing best practices, and ensuring compliance with mandates and fiduciary responsibilities.